GOVERNMENT PURCHASE CARD

TRAINING PRESENTATION

INTRODUCTION

Welcome to the Fort Sill Directorate of Contracting Purchase Card Training Program. You have been selected by your director or commander to perform specific Purchase Card duties for your organization.

This self-paced course, in conjunction with the DoD Government Purchase Card Tutorial, meets the mandatory GPC Training requirement. This training material was developed in order to train Cardholder and Billing Official in mandatory requirements and other guidelines to consider and apply, as appropriate when utilizing the Government Purchase Card. The DoD and Ft. Sill supplement will provide the basic information required to perform the duties assigned to you under the program. DOC's goal is to make the supplemental training program brief but thorough. It is recommended that you refer to the Training Reference Material provided for a complete understanding of the program.

After you have performed your duties for approximately six months under the purchasing program, the Directorate of Contracting would appreciate any comments you may have concerning this training. We are especially interested in "lessons learned" for inclusion in updates to GPC Training Program.

If there are any questions concerning this training or your new duties under the purchase card program, please call the Directorate of Contracting, GPC Agency Program Coordinator @580-442-5229 for assistance.

Again, welcome to the training and being part of the Government Purchase Card Program.

Thank You,

Bernard Valdez
Director of Contracting

OUTLINE

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2. CARD CHARACTERISTICS
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8. C.A.R.E. (CUSTOMER AUTOMATED REPORTING ENVIRONMENT)
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22. PURCHASE CARD CONTRACT PROHIBITIONS
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KEY ROLES – ACTIVITY

ACTIVITY

- Cardholder
- Billing Official
- Resource Manager

CARDHOLDER

Individual authorized Government civilian employee/military service member the the GPC/Delegation of Authority are issued to.

Cardholder is responsible for accuracy of information/data provided to a Billing Official in support of a GPC purchase and has primary responsibility for proper use.

Cardholder primary responsibilities include, but not limited to:

- Make authorized purchases
- Collect & maintain required documentation
- Create & maintain transaction log
- Reconcile transactions
- Approve monthly Statement of Account

CARDHOLDER RESPONSIBILITY (con't.)

- **DO NOT SPLIT REQUIREMENTS!**
- **Forward requirements exceeding SPL/$2500 to DOC for contracting action.**
- **Document each transaction (at the time of purchase) in C.A.R.E. Transaction Log IAW Ft. Sill C.A.R.E. User Guide.**
- **Review Transactions posted to C.A.R.E. account by Merchant for accuracy.**
- **Reconcile each Transaction and Approve Monthly Statement of Account.**
- **Report accountable property purchased to the appropriate Property Book Officer and furnish copies of purchase documentation to Billing Official for review.**
- **Complete/submit C.A.R.E. Dispute for any transaction that cannot be resolved with Merchant, *ONLY after coordinating with DOC APC for policy and procedure guidance!***

CARDHOLDER RESPONSIBILITY

- **Complete Training and Maintain Policy and Procedure guidance provided by DOC**
- **Acknowledge Delegation of Authority to DOC in writing and retain copy for Cardholder records.**
- **Ensure purchases made in support of mission of organization, and not for personal use.**
- **Activate/Endorse card (IAW US Bank Instructions) upon receipt!**
- **Secure account number and card at all times! Ensure no purchase made using card by other than authorized Cardholder!**
- **Report a lost/stolen/compromised card to US Bank, Billing Official and APC immediately!**
- **Discontinue purchasing/Relinquish card to Billing Official or APC "60 days prior to departure".**
- **Track purchases throughout billing cycle to ensure purchasing parameters (monetary limits/restrictions) are not exceeded!**

CARDHOLDER LIABILITY

- **Cardholder MAY NOT "re-delegate" purchasing authority.**
- **Cardholder is responsible for using the Purchase Card ethically/in accordance with guidelines provided and purchasing parameters specified by DOC.**
- **Cardholder is the Government's "legal agent" and is legally responsible and accountable for each transaction.**

Any Cardholder who makes an unauthorized purchase/misuses the GPC may be personally liable for total dollar amount of the unauthorized purchase(s).

Cardholders may also be subject to administrative and/or disciplinary action for unauthorized use of the card.

***TRADOC Acquisition Bulletin-Subject: Penalties for Unauthorized Purchase or Misuse of GPC @GPC Training Reference Material**

BILLING OFFICIAL FUNCTION

For DoD – the Billing Official acts as the "Certifying Official" and is responsible for:

- **Billing Official is responsible for oversight of one or more (maximum seven (7)) Cardholders.**
- **Billing Official shall be nominated by Commander/Director**
- **lling Official shall be delegated authority "in writing" by Directorate of Contracting (DOC).**
- **Billing Official should consider volume of Cardholder activity and Organization structure when nominating Cardholders to DOC**
- **Billing Official must continually assess the ongoing need for GPC's and notify APC of changes such as cancellations, additions, realignment to maximize organization program structure.**

BILLING OFFICIAL "PRIMARY" RESPONSIBILITY

Billing Official PRIMARY Responsibility:

- **Review/verify each Cardholder Transaction/Statement/"supporting documentation" every month to ensure Organization/Activity compliance with GPC Program Policy & Procedure**
- **Provide 2nd Level Approval**
- **CERTIFY monthly Billing Statement (Official Invoice) or "C.A.R.E. Billing Statement" for payment NLT the 5th "working day" following cycle close - 23rd of Month)**

BILLING OFFICIAL RESPONSIBILITY

- **Coordinate “Organization” training requirements, and recommend names of personnel to be designated as Cardholder/Billing Official through RM to APC**
- **Designate “Alternate” Billing Official and ensure the designee is available to perform Billing Official responsibilities in Primary’s absence.**
- **Request Cardholder account set-up, maintenance through Organization RM to APC.**
- **Recommend Single Purchase & Cycle limits through RM to APC**
- **Be responsible for notifying APC of Cardholder account cancellation (retired, separated, reassigned, relieved of Cardholder responsibility) 60 days prior to departure through RM.**
- **Notify APC of Billing Official’s impending departure, 60 days in advance, for Master Account conversion required**

BILLING OFFICIAL RESPONSIBILITY (con't.)

Billing Official shall review each Cardholder's Transactions, Statement of Account and supporting documentation each month *to verify* Cardholders transactions meet legal requirements/are authorized for purchase by GPC:

- **Purpose was "Official Government/Mission Use"**
- **Item received by the Government**
- **All pilferable items and other qualifying items have been properly recorded on Government Property Records**
- **Ensure Cardholder follows GPC Program Policy & Procedure**
- **"Act on Behalf of the Cardholder, as required**
- **Perform Organization Oversight/Audit and maintain audit findings IAW USAFACFS SOP**

RESOURCE MANAGER RESPONSIBILITY

<u>Organization/Activity</u> "Resource Manager" or Budget Officer is responsible for:

- **Reserving funds prior to GPC use**
- **Completing financial management C.A.R.E. data entry for Cardholders & Billing Officials in the Organization**
- **Providing accounting support and guidance for GPC purchases for the Organization/Activity**

KEY ROLES - PROCUREMENT OFFICE

Director of Contracting (DOC)

- Designates GPC Agency Program Coordinator (APC)

  Rhonda Roulain & Ellen Morris

  Phone: 580-442-5229

  Fax: 580-442-8014

  E-mail: doccrdc@sill.army.mil.
- Issue Delegation of Authority
- Approve training course content/instructor qualifications.

APC Responsibility:

- Maintain liaison w/GSA, U.S. Bank, functional proponents
- Receive & process Cardholder/Billing Official account set-up, maintenance & cancellation requests
- Develop, conduct and verify prescribed training all program participants
- Prepare and distribute policy and procedure guidance and Delegation of Authority memoranda
- Perform oversight/annual reviews to ensure policy and procedure compliance

KEY ROLES – FINANCE OFFICE

DFAS LAWTON-FT SILL

(Vendor Pay Division)

4700 Mow Way Rd

Phone: 580-442-0340

- **Maintain official GPC accounting records**
- **Make payments to U.S. Bank Against GPC Invoices (electronic & manual)**

KEY ROLES – MARKETPLACE

MERCHANT

- **Business entity (may also be other Government Agency) that provide goods and services**

CARD ISSUING BANK -

U.S. Bank

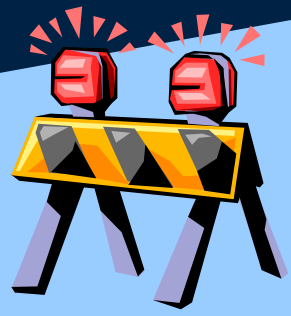
- **Financial Institution issues ARMY GPC's**
- **Produces and distributes Statement of Account and Billing Statement**
- **Issues Rebates**

CARD CHARACTERISTICS

Government Purchase Card

- **Internationally accepted VISA credit card. Accepted by ANY "VISA Capable" Merchant-No Special Set-Up Required**
- **Distinctive Design for Government**
- **Restrictive Use Designation: "For Official US Government Purchase ONLY/US Government Tax Exempt"**
- **Card issued to and authorized for specific individual use. GPC bears the individual's name. Designated individual is ONLY AUTHORIZED USER!**
- **Subject to pre-established controls, i.e. Monetary Limitations & Merchant Category Restrictions**
- **GPC is typically reissued every 24 months to Cardholder automatically, unless APC halts reissue.**

MANAGEMENT CONTROLS



MONETARY LIMITATIONS

Two types of monetary controls are applied to GPC accounts by the APC at the time account is established:

- **Cardholder: Single Purchase Limit of $2500 (maximum) per Transaction.**
- **Cardholder & Billing Official: Monthly Purchase Limit is the cumulative dollar limit for all purchases within the billing cycle.**

TRANSACTION LIMITATIONS

- **Number of transactions allowed (daily, monthly, etc.) may be restricted.**

MERCHANT CATEGORY RESTRICTIONS

DoD/USBank policy restricts purchase from suppliers coded in specific categories, or "Merchant Category Code" *blocking.* Some examples are; Pawn Shops, Jewelry Store, Financial Institutions, Casinos, Political Organizations. APC may further restrict Merchant Categories available for Cardholder use, as required.

Card controls ensure GPC is used with authorized "types" of suppliers and within specific "purchasing parameters".

SECURITY

- ***Safeguard card and account number* at all times *to ensure cards and/or account numbers are not compromised!***
- **Activate and endorse card *upon receipt!***
- **Report Lost or Stolen card to US Bank Customer Service, Billing Official and APC immediately!**
- **Safeguard your C.A.R.E. User ID & Password !**

- **Mask card/account number using the last 8 digits only (Lost or Stolen-last 10 digits only) in any form of written communication: i.e. XXXXXXXX12345678**
- **NEVER allow anyone to use your card under any circumstances!**
- **Clear through/relinquish GPC to APC upon out-processing, reassignment, etc.**
- **Discontinue GPC use 60 days "prior" to departure (in order to reconcile transactions/statements of account prior to departure).**

AUTHORIZED USE

Government Purchase Card may be used to—

- **Make Micro-Purchases (Definition: Purchase of supply or service equal to or less than $2500, for Construction - $2000)**
- **Place a task or delivery order (if authorized in basis contract, ordering agreement, or blanket purchase agreement)**
- **Make payments against existing contract when the contractor agrees to accept payment by GPC**
- **Fund training requirements**
- **Place orders assessable via “authorized electronic malls”, such as GSA Customer Supply Center, DoD EMALL, GSA Advantage, JWOD Direct, etc.**

GENERAL PROHIBITIO

- **Split Purchases**
- **Payment of Unauthorized Commitments**
- **Items purchased for "other than OFFICIAL USE"**
- **Supply/service not authorized for purchase with "Appropriated" funds**
- **Purchase travel related expenses (transportation, food, drink, lodging)**
- **Purchases made by "*individual other than the Cardholder*"**
- **Make purchase and return to merchant for Cash/Credit Voucher**
- **Purchase by Contractors**
- **Rental or lease of land or buildings on a "long-term" basis**
- **Cash Advances**

MANDATORY USE – Printing Services

PRINTING SERVICE

Statutory and regulatory restrictions govern commercial procurement of printing services. Printing services SHALL be procured from Defense Automation & Production Service (DAPS) w/purchase card as "Method of Payment".

- **Organizations with print job requirements that are typically < $2500: Utilize existing purchase card issued to the Print Control Officer (PCO) as method of payment for printing services for the Organization.**
- **Organizations with print job requirements that are typically >$2500: Request DOC APC issue "DAPS Restricted" card to PCO(established with monetary limits that exceed the micro-purchase threshold-$2500).**

Contact DOC APC and/or Ft. Sill DAPS @580-442-2119/2607 for more information.

MANDATORY USE – Commercial Training

COMMERCIAL TRAINING

GPC shall be used as the method of payment for all commercial training equal to or less than $25000 as follows:

(1) DD Form 1556, Request, Authorize, Agreement, Certification of Training, and Reimbursement for civilians.

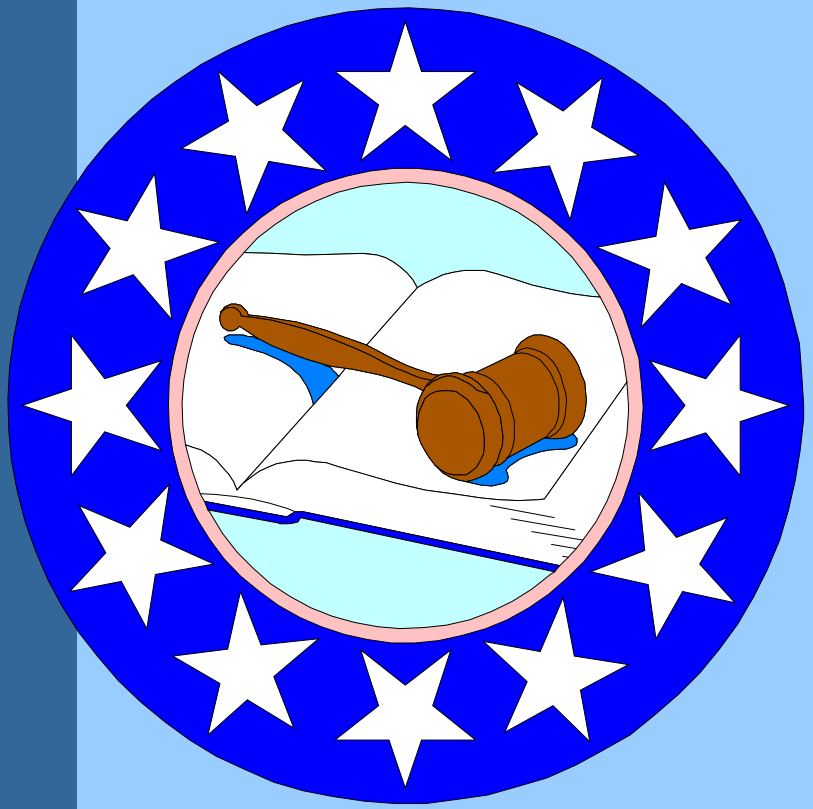
(2) DD Form 2171, Request for Tuition Assistance provides financial assistance for voluntary, off-duty education programs in support of soldiers professional and personal self-development. ***All course enrollment MUST be approved prior to class start.***

(Cardholder shall maintain DD Form 1556/2171 as transaction documentation)

(1) Training may be provided by a Government or Non-Government source (2) Training MUST be regularly scheduled, off-the-shelf course, training conference, or instructional service available to the general public, with established pricing, terms and conditions.

Development of training by a commercial vendor or educational institution "specifically" to meet an activity's Statement of Work requires advance contracting support by DOC and is prohibited by method stated above

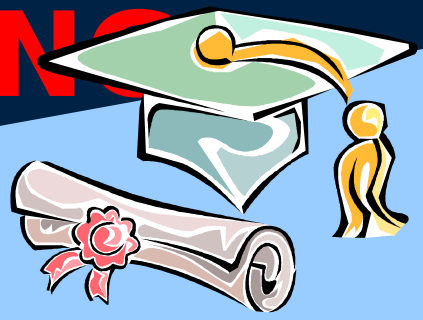
REQUIREMENTS OF FAR



Requirements of the Federal Acquisition Regulation (FAR) Applicable to GPC purchases:

- **Mandatory Training**
- **Prohibition - Splitting Requirement**
- **Source Rotation**
- **Price Reasonableness Determination**
- **Purchase Documentation (C.A.R.E.)**
- **Government Sources & Priority of Use**

MANDATORY TRAINING



- **<u>Before a purchase card is issued or official duties assigned under GPC program policy</u>, Cardholders and Billing Officials and Resource Manager:**
- **Shall receive training/orientation covering appropriate use of GPC and documentation requirements. (Training shall cover federal, defense, and departmental regulations, policies and procedures pertaining to Micro-purchases and simplified acquisition procedures, and shall address GSA, Card-Issuing Bank, program prohibitions and installation-unique policies). Shall receive Procurement Ethics training**
- **Shall be advised of pecuniary liability under the program for certifying and accountable officials.**
- **Shall complete complete "annual" GPC Refresher Training to maintain program status.**

<u>DOC may require supplemental training, depending on thresholds and circumstances established for the card's use</u>

PROHIBITION ON "SPLIT PURCHASE"

What is a Split Purchase?

To divide a total purchase into several smaller purchases to remain below the micro-purchase threshold or Cardholder Single Purchase Limit.

When a request to purchase is received by the Cardholder that exceeds his/her Single Purchase Limit – request must be submitted to DOC for purchase.

Knowingly "splitting a purchase" is:

- **Improper Business Practice**
- **Prohibited by FAR**
- ***Warrants corrective action by Billing Official and/or APC***

ALTERNATE SOURCES & PRICE REASONABLENESS

WHY Alternate Sources?

Purchases less than or equal to Micro-Purchase threshold ($2,500) do not require competitive bids, *however,* FAR mandates; micro-purchases shall be "equitably distributed" among *all qualified suppliers to the greatest extent practicable.*

- **Additionally, Government policy is to provide maximum bid opportunities to "Small Business" suppliers whenever practicable.**

IS PRICE QUOTED FAIR AND REASONABLE?

Determine price quoted is fair and reasonable "prior to purchase" by one of these methods:

- **Competitive quotes**
- **Previous price comparison**
- **Current price list**
- **Advertisement**
- **Catalog price**
- **Knowledge of market price**

"Fair and reasonable price" is defined as a price that is "as good or better" than the price offered to Non-Government customers.

PURCHASE DOCUMENTATION

Use of the "*electronic*" Purchase Card Log in C.A.R.E. is mandatory for documentation of all GPC transactions!

- **This is a Cardholder responsibility!**

- **GPC transactions shall be documented in the C.A.R.E. Purchase Log *at the time of purchase.***
- **Documentation must be sufficient to support the decision to use GPC, show any required "special approvals" obtained, verify and perform oversight.**

(At a minimum, the log shall include: date of purchase, merchant name, unit price, total amount of order, item/service description, and acceptance/receipt information)

Incomplete/insufficient/Non-FAR compliant log data will result in Cardholder being required to supplement purchase documentation, as specified by APC.

PRIORITY FOR USE OF GOVERNMENT SOURCES

Cardholder SHALL satisfy requirements from or through the sources listed in descending order of priority:

1. **Activity inventories- GSA Customer Supply Center**

*__Office Products ONLY__ from Mandatory ARMY BPA's @ DoD E-mall

2. **Federal Prison Industries (UNICOR)**
3. **JWOD – NIB/NISH**
4. **Mandatory Federal Supply Schedules (FSS)**
5. **Wholesale Supply Sources – GSA CSC & DoD EMALL**
6. **GSA Advantage**
7. ***Commercial Sources***

ACTIVITY INVENTORY

GSA Customer Supply Center is considered agency/activity inventory:

GSA's Web address: http://www.gsa.gov

- **GSA is the primary distributor of products/services from many Government sources**
- **Order methods: On-line, Fax, Phone**
- **Payment method – GPC**
- **Order Customer Supply Center Catalog On-line or phone: (800) 525-8027**

"OFFICE PRODUCTS" ONLY – *must be purchased* through Mandatory ARMY BPA's hosted at the DoD E-Mall

FEDERAL PRISON INDUSTRIES/UNICOR

Federal Prison Industries (FPI) is also known as UNICOR. Federal agencies are required by law to purchase items manufactured or produced by *UNICOR prior to acquiring those items from commercially available sources*.

- It is the Cardholders responsibility to determine whether the UNICOR item best meets their need.
- Specifically, before purchasing the product, cardholders must determine whether the UNICOR item is comparable in:
  - Price
  - Quality
  - Time of delivery

to items available from the private sector.

If the UNICOR product is NOT determined "Best Value", the Cardholder must document the evaluation findings in the C.A.R.E. Transaction Log and obtain/ maintain the determination "in writing" prior to making the purchase from the private sector.

The Cardholder must use competitive procedures in the private sector to purchase the item.

If the UNICOR item is determined comparable, Cardholder shall purchase from UNICOR.

- Because UNICOR is a *mandatory source provider for items listed in the "Schedule of Products"*, Cardholder must receive FPI's written authorization for clearance *prior to placing an order for a similar item through an outside source.*
- Waiver requests may be sent by mail, electronically or by fax (859) 254-9048.
- Browse the UNICOR web site @**http://www.unicor.gov** for a complete "Schedule of Products" and pricing, to order publications, request waiver, check order status, or place order.
- UNICOR Customer Service @ (800)827-3168 will take orders, waiver requests, check order status, provide print catalogs.
- UNICOR Quick Ship items include furniture, shelving, office accessories, linens, mattresses, clothing, gloves, protective eyewear, targets, laser toner cartridges and signs. Quick Ship Catalog guarantees shipment within 30 days after receipt of order.

JWOD (JAVITS-WAGNER-O'DAY) PROGRAM

JWOD (Javits-Wagner-O'Day) Program is a unique Federal procurement program that generates employment and training opportunities for people who are blind or have other severe disabilities.

- Cardholders must purchase commodities furnished by "not for profit" agencies employing blind and severely handicapped individuals trained under the Javits-Wagner-O'Day Act (JWOD).

JWOD products include, but are not limited to:

- Office supplies (Mandatory ARMY BPA's hosted at DoD EMALL – ONLY)
- Medical supplies
- Plastics
- Textiles
- Industrial products.

A variety of methods and sources are available to Cardholder's for purchasing JWOD Program products. JWOD items are generally purchased through distributors, including Government agencies such as the GSA Customer Supply Center, DoD EMALL, GSA Advantage

By Internet:

- JWOD Direct Web-site: www.jwod.com
- GSA *Advantage!* Web-site: www.gsadvantage.gov
- DoD EMALL Web-site: http://dodemall.dla.mil/

By Phone or Fax:

- JWOD Supply Schedule: (877) GET-JWOD/ FAX (877) FAX-JWOD
- GSA Customer Supply Center: (800) 525-8027 or FAX (800) 856-7057

While customers are encouraged to comparison shop among the resources above for the best value, *Cardholder SHALL NOT substitute a commercial item for JWOD product. JWOD products are mandatory purchases at any dollar amount!*

MANDATORY FSS & WHOLESALE SUPPLY

Mandatory Federal Supply Schedules

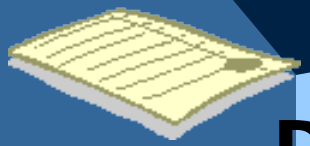
Mandatory Federal Supply Services has converted most of its Federal Supply Schedules to non-mandatory (or optional) and are available at GSA Advantage

WHOLESALE SUPPLY SOURCES

Cardholders may purchase inventory-managed items directly from wholesale sources with the GPC via

- DoD EMALL or
- GSA Advantage

DoD EMALL



Department of Defense Electronic Mall (DoD E-MALL) @www.emall.dla.mil

DoD E-mall is a single entry point for federal Government customers to find and acquire products from the commercial marketplace and Government sources. The DoD E-Mall suppliers are Government approved sources and comply with FAR requirements. Products include commercial, JWOD, UNICOR and "military unique" items.

- **MANDATORY ARMY "OFFICE PRODUCTS" BPAs – ALL GPC PURCHASE OF OFFICE PRODUCTS SHALL BE PROCESSED THROUGH THE DOD EMALL**

GSA ADVANTAGE

GSA Advantage (On-Line Mall)

@http://www.gsaadvantage

- Internet based shopping service
- Millions of products stocked
- Pre-negotiated savings
- Cardholder convenience
- Desktop Delivery 1-5 days

SPECIAL REQUIREMENTS & PRE-APPROVALS

Supplies and services that are authorized for GPC purchase, however, require:

- **Pre or Post Purchase Coordination**
- **Pre-Approval**
- **Supplemental Documentation**

Cardholder must be aware of "special requirements" that exist and must be satisfied *prior to or after purchase*;

- Accountable Property
- ADPE Communication Equipment & Services
- HAZMAT/EPA/Recycle Items
- Physical Security Equipment & Svc

PROPERTY ACCOUNTABILITY

All personnel entrusted with acquisition of Government property are responsible for proper custody, safekeeping, and accountability. Accountable property purchased with GPC must be reported to CPBO/Activity PBO (as appropriate).

- **Appendix C, USAFACFS SOP, establishes procedures for purchase/reporting of non-expendable/pilferable items.**
- **PBO determines if/when items shall be entered into Property Books, monitors purchase of non-expendable items, and ensures inventory accountability is performed. (The CPBO is not the approval office for GPC purchases, however, available to answer questions Re: property accountability).**
- **Activities must ensure an effective inventory management system is in place within the organization/unit. Billing Official must ensure property book procedures are followed and hand receipts obtained.**

Abuse or repeated non-compliance with property accountability procedures is grounds to suspend GPC accounts until assurances are obtained that property accountability documents are made current and established procedures will be followed in the future.

ADP/COMMUNICATION EQUIPMENT & SERVICES

Procurement of ADP/ Communications Equipment and Services follows all property accountability, purchasing and financial procedures *with added requirements to ensure investments in technology are "authenticated and approved" from a central installation organization*.

Directorate of Information Management (DOIM) performs this function on all purchase request's originated at Fort Sill, OK, to include Non-TRADOC tenant activities on the installation prior to purchase IAW USAFACFS Memorandum 25-72.

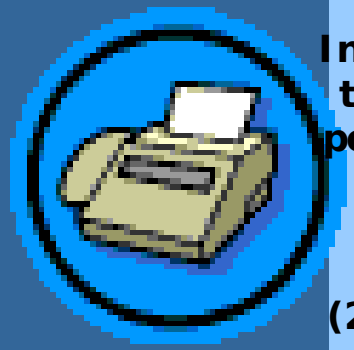
The DOIM shall review all ADP/ Communications Equipment and Service requirements *prior to purchase*:

Memorandum, Subject: "Items Requiring the Directorate of Information Management (DOIM) Purchase or DOIM Approval Prior to Purchase, 19Sep02 provided in Training Reference Material for policy and procedure guidance, designates two methods to support subject purchase:

(1) Identifies items that require DOIM approval and must be purchased by DOIM

(2) Identifies items that may be purchased via Organization/ Unit Purchase Card, after DOIM Approval is obtained.

Additionally, subject memorandum identifies DOIM personnel authorized to provide approval required.



HAZMAT/EPA DESIGNATED/RECYCLE

"Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition" mandates Federal Government to take specific steps to become more environmentally friendly with regard to acquisition, recycling and waste prevention. The directive requires federal agencies to protect the environment and promote economic growth by purchasing environmentally "preferable" products and services.

Items classified as *"HAZMAT"* require special transportation, handling and disposal due to "hazardous materials" used in their manufacture. Federal Regulation (CFR 1910.1200) requires Material Safety Data Sheet (HAZMAT Special Handling Instructions) be provided for all items meeting Occupational Safety & Health Act (OSHA) definition of hazardous material *"regardless of the method of purchase"*

Government sources provide an excellent resource for purchase of HAZMAT/ EPA Designated/ Recyclable category items. Purchase this category product through Government resources to ensure compliance with EPA guidelines and applicable environmental regulations.

AFFIRMATIVE PROCUREMENT

- ***What is Affirmative Procurement?*** **A Federal initiative designed to stimulate recycling. (Federal agencies are directed by law to purchase specified products that meet or exceed guidelines for recycled content-30% recycled content mandatory)**
- ***What products are applicable to AP?*** **Environmental Protection Agency (EPA)-Designated Product Categories;**
  - **Construction**
  - **Landscaping**
  - **Non-paper Office Products**
  - **Paper and Paper Products**
  - **Parks and Recreation**
  - **Transportation**
  - **Vehicular**
  - **Miscellaneous**

  See Memorandum: Subject: EPA Designated Items, 04Dec97 @ GPC Training Reference Material
  - **identifies designated categories, provides DoD program overview, guidelines and requirements.**

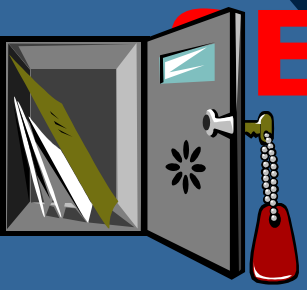
AFFIRMATIVE PROCUREMENT (con't.)

- ***Where can these products be found?***

Government Supply Sources – GSA, DLA, UNICOR, JWOD, Government Printing Office, and designated commercial vendors;

- **GSA-CSC web site @http://www.fss.gsa.gov**
- **Do an advance search on-line with GSA Advantage @ http://www.fss.gsa.gov/ for a list of recycled products**
- **On-line resource for buyers of environmentally friendly products @GreenOrder.com**
- **EPA guide "Tips for Buying Green with the Government Credit Card" and GSA's *Environmental Product and Service Guide* provides current information on environmentally friendly products and is available @http://pub.fss.gsa.gov/environ.**
- **For Information: www.epa.gov/cpg**
- **Cardholder's responsibility is to be familiar with EPA designated items, and purchase products that meet or exceed the guidelines**

PHYSICAL SECURITY EQUIPMENT & SERVICES



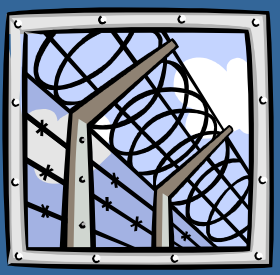
Physical Security Equipment and Services Shall be:

- Purchased IAW AR 190-13, Paragraph 1-25 & USAFACFS Regulation 190-1, Paragraph 1-5
- Coordinated through &
- Approved By:

DPS, Physical Security Branch

Bldg. 1643

Phone: 580-442-3145



PURCHASE FLOW

- **Identify/obtain requirement = Authorized GPC Purchase?**
- **Ensure funds are available/purchase within monetary limitations & purchasing parameters authorized**
- **Ensure supplies are available**
- **Screen Priority Government Sources**
- **Ensure pre-approvals are obtained**
- **Make the purchase**
- **Log the Purchase = C.A.R.E. Transaction Log**
- **Reconcile Monthly Statement**
- ***Forward*** **(electronic and/or manual method) Statement, Log, support documentation to Billing Official for monthly review**

MAKING A PURCHASE

ALWAYS Identify yourself as a Government employee making an "Official Government" purchase by any method (Counter, Phone, FAX, On-Line) *prior to placing order*.

- **Request itemized receipt (counter)/shipping document (phone, fax, on-line). Verify accuracy and Sign (counter).**
- **Provide/verify delivery address for shipping (Business Address ONLY) for phone, fax, on-line order.**
- **Obtain & maintain receipt & purchase documentation for statement reconciliation, Billing Official review, Cardholder records.**

GATHER INFORMATION FROM MERCHANT

ASK THE MERCHANT

- Do you accept VISA?
- Are supplies/services immediately available?
- Total price, including shipping charges
- Delivery information
- Are Government Discounts available?
- What is merchant return/exchange policy?

INFORM THE MERCHANT

- GPC purchases are Tax Exempt
- Merchants are not to bill until items are shipped and/or services received
- Packing slip content should be complete
- Verify your Name, Account Number, Card Expiration Date & Price Quoted

AUTHORIZATION AT "POINT OF SALE"

When card is "swiped" by the merchant, the merchant is requesting the "card-issuing bank" (U.S. Bank) *authorize* the purchase.

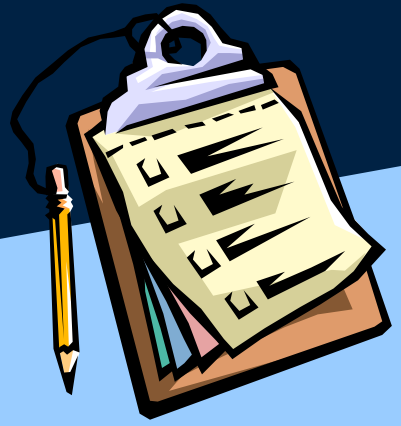
Point of Sale Authorization *verifies*:

- **Card Expiration Date**
- **Single Purchase Limit**
- **Monthly Purchase Limit**
- **Merchant Category Restriction**

Without Point of Sale Authorization; Merchant assumes all liability for the transaction!

The Point of Sale Authorization process ensures dollar limits are not exceeded and purchases are made from authorized "types" of merchants ONLY.

ACCEPTANCE PROCEDURES



<u>Cardholder is required to verify receipt and acceptance of all purchases posted to the monthly Statement of Account.</u>

- **“Acceptance” is verifying that the supply or service “meets the minimum requirements of the Government”.**
- **Obtain a receipt at point of sale and verify it for accuracy.**
- **Report to Property Book Officer for inventory management purposes.**
- **Reconcile purchase documentation to Statement of Account.**

DISPUTE RESOLUTION

A dispute is a transaction posted to an account that's questioned for validity.

DoD mandates "Pay & Confirm" policy, whereby, payment of invoice is made upon receipt, subject to verification and acceptance of goods.

- **Cardholders must view transactions daily, in order to promptly identify issues.**
- **All questionable transactions MUST BE RESOLVED between the Cardholder & supplier, *PRIOR TO CONSIDERING* dispute action in C.A.R.E.**
- **ONLY IF SATISFACTORY RESOLUTION IS NOT ACHIEVED between Cardholder and Merchant – *do you begin formal dispute process and***
- ***ALWAYS CONTACT THE DOC APC's FOR GUIDANCE PRIOR TO TAKING ANY DISPUTE ACTION!***

WHAT CANNOT BE DISPUTED?

- **Taxes: Cardholders must ensure the merchant is informed that purchases are "Tax Exempt". However, if tax is added to your bill and is not corrected at the time of purchase, the Cardholder CANNOT dispute at a later date. *Cardholder may request supplier credit this amount.***
- **Cardholder CANNOT dispute shipping & handling or re-stocking charges, therefore, be sure to discuss these issues with the merchant, prior to purchase.**

By accepting GPC as payment, the merchant accepts the dispute requirements of the contract between the Government and U.S. Bank.

REALLOCATE

- **The Organization Resource Manager pre-defines and enters accounting data in C.A.R.E. for Organization Billing Official/Cardholders.**
- **Organization Resource Manager determines reallocation "rights" & "methods" to be utilized by the organization and communicates information to organization user's.**
- **All Billing Officials have "*default*" LOA built in C.A.R.E..**
- **Each transaction is assigned the default LOA at posting to C.A.R.E. unless the Cardholder or Billing Official *"reallocates"* the transaction.**
- **Reallocation must occur prior to transmission of Obligation or "Invoice Certification".**
- **Cardholder/Billing Official may reallocate by either dollar amount or percentage**

***Ft Sill C.A.R.E. User Guide @ GPC Training Reference Material**

TRANSACTION LOG

"C.A.R.E. Transaction Log" is the mandatory method of documenting all GPC transactions and is the Cardholder's responsibility!

- **Cardholder shall make data entry *at the time of purchase.***
- **Detail description required for compliance - *general* description, i.e. "office supplies" IS NOT FAR COMPLIANT OR ACCEPTABLE.**
- **Ensure all transactions posted to C.A.R.E. by the Merchant, are *reconciled with the appropriate log entries before "Approving the Statement of Account"***
- **Receipt, purchase documentation, and Statement shall be maintained by Cardholder IAW Record-keeping instruction, for Billing Official Review, DOC oversight and audit.**

See Ft. Sill C.A.R.E. User Guide @ GPC Training Reference Material

AFTER PURCHASE - TRANSACTION REVIEW & RECONCILIATION

After the Cardholder places the order, Merchant processes charge and posts Transaction to C.A.R.E. account. Cardholder should review transaction data created by the purchase upon merchant posting.

- **Cardholder reviews the transaction data posted by merchant for accuracy, then reconciles the posted transaction to the Transaction Log.**

The Transaction is available to Cardholder at "Merchant" posting (anytime during billing cycle).

Recommend Cardholder reconcile transactions throughout billing cycle, to ensure meeting suspense date for monthly invoice processing!

Each individual transaction MUST be reconciled (to include rebate/credit) by the Cardholder:

***Ft. Sill C.A.R.E. User Guide@ GPC Training Reference Material**

CARDHOLDER STATEMENT APPI

US Bank electronically transmits Cardholder Statement to C.A.R.E. day following close of billing cycle (24th to 23rd). Statement (summary of purchase activity for the billing cycle) is available for Cardholder Review/Approval at this time.

Paper copy is mailed to Cardholder by U.S. Bank.

- **Review *transactions* for accuracy/status *throughout the cycle*. Individual transactions must be "Reconciled" by Cardholder *prior* to Statement Approval.**
- **ARMY standard require Cardholders complete review and approval of transactions/Statement NLT 3 working days from receipt in C.A.R.E.!**

Notify Billing Official in advance of cycle close, if you are unable to complete Transaction/Statement Approval process, in order for Billing Official to "Act on Behalf of Cardholder" as required. *If Cardholder consistently fails to complete transaction review/transaction log/statement approval process IAW APC/Billing Official requirements - card privileges may be revoked and account cancelled.*

***Ft. Sill C.A.R.E. User Guide @ GPC Training Reference Material**

RECONCILIATION

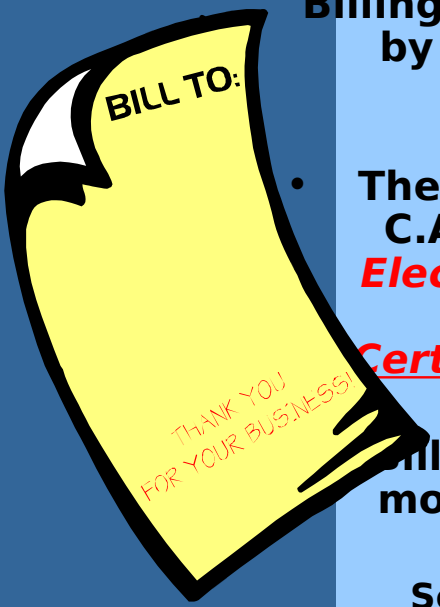
Cardholder must reconcile each Transaction posted BY THE MERCHANT to the C.A.R.E. Transaction Log during the billing cycle each month.

- **Review Merchant posted transactions for accuracy**
- **Identify/annotate discrepancy in Log**
- **Document Property Book Items**
- **Document Disputed Transactions**

- **Certify and maintain receipt, verify/maintain supporting purchase documentation w/Statement for forward to Billing Official for monthly review.** ***Billing Official is required to return all documentation to Cardholder, for retention, after review.***

***Ft. Sill C.A.R.E. User Guide@ GPC Training Reference Material**

INVOICE/PAYMENT CERTIFICATION



Billing/Certifying Official are insurers of public funds, therefore, are fiduciarily obligated to ensure proper use of and expenditures under the GPC.

Billing Official is appointed by written Delegation of Authority issued by DOC for purpose of certifying purchase card payments, and is pecuniary liable for erroneous payments resulting from performance of the duties.

- **The Official Invoice is transmitted electronically to Billing Official's C.A.R.E. Account on the day following cycle (24th to 23rd) close.** ***Electronic invoice is considered received on the first day following the end of billing cycle, however, is NOT AVAILABLE for Certification until ALL Cardholder Transactions and Statements are Approved!***

Billing Official shall complete their review of assigned Cardholder monthly statements and Certify the invoice for payment *NLT 5TH WORKING DAY FROM RECEIPT OF C.A.R.E. INVOICE*

See Ft. Sill C.A.R.E. User Guide @ GPC Training Reference Material

BILLING OFFICIAL LIABILITY

DoD has implemented a web-based, *electronic* review, approval and certification process for GPC invoices. Under this process, paying offices pay on receipt of *"electronically certified invoices"*.

- **The Billing Official Certification states: *Pursuant to authority vested in me, I certify that this Invoice is correct and proper for payment (except as may be noted herein or on), therefore,***

BILLING OFFICIAL is pecuniary liable for:

- **Illegal or improper purchase made by Cardholder**
- **Incorrect payment due to inaccurate or misleading payment certification**

Billing Official that knowingly makes a false certification will be required to repay the Government

DoD "Pay & Confirm" policy=invoice shall be authorized for payment in full upon receipt, subject to verification and acceptance of supply or service.

MANUAL PAYMENT CERTIFICATION

Cardholder "Statement of Account"/Billing Official "Official Invoice" is "*electronically delivered" to User's C.A.R.E. account* at cycle close. US Bank delivers "paper" Statements of Account/Invoices to user's by mail.

ALL PURCHASE CARD INVOICES SHALL BE CERTIFIED FOR PAYMENT "BY ELECTRONIC METHOD=C.A.R.E." unless otherwise notified by DOC APC!

- ***Accounts NOT EDI ENABLED must use manual payment procedures. (APC will identify accounts as required)***

DO NOT use paper invoice to "Certify" payment or forward paper invoice to DFAS unless directed by DOC APC!

When an Invoice "electronically Certified" by the Billing Official in C.A.R.E. is "Rejected": DFAS will notify APC & APC will notify Resource Manager/Billing Official of respective account for corrective action/manual payment process requirements.

DELINQUENT ACCOUNT POLICY

A Billing Official account is considered "delinquent" if payment for "undisputed" charges/amounts is not received by U.S. Bank sixty (60) calendar days from billing date.

- **U.S. Bank Delinquency Report is reviewed by DOC APC daily.**
- **APC notifies Billing Official/Resource Manager of any invoice amounts in delinquent status.**
- **U.S.Bank sends "Late Payment Notice" to Billing Official prior to suspension of account (Upon receipt of LPN – BO must be proactive in determining the cause – contact RM and APC for assistance ASAP)**

Early detection of problems and timely corrective action to resolve delinquencies are essential to avoid loss of GPC privileges.

SUSPENSION POLICY

IAW DoD policy, U.S. Bank will automatically suspend Billing Official accounts when any of the following conditions exist:

- **Account over 60 days past due (90 days after the billing date). *Suspension of Billing Account suspends ALL attached Cardholders and revokes all purchasing privileges for the Billing Official until the delinquent payment posts at the bank.***
- **Account over 180 days past due (210 days after the billing date) *will result in the entire installation's GPC program suspension = ALL Ft. Sill GPC accounts!!***
- **Billing Official account that has over 20 open Cardholder accounts, unless a waiver has been approved.**
- **Suspension is controlled by U.S. Bank. *Accounts will be closed permanently if more than two suspensions occur within a 12-month period.***

REBATE

GPC use makes the Cardholder's Organization *eligible* to receive "performance-based" refunds or REBATE.

- **Rebate amounts are based/calculated on (1) Billing Official Account Net Charge Volume (2) Method of Payment: Electronic Funds Transfer versus Manual Payment (3) Expedited Payment of Invoice**
  - **Rebate is issued by US Bank quarterly.**
  - **Rebate amount is applied directly to Cardholder/Billing Official account as credit and posts to Default Line of Accounting when posting to C.A.R.E. account.**
- **GPC Rebates netted Ft. Sill over $85,000 in FY02!**
  - **Expedited PAYMENT procedure (electronic payment certification in C.A.R.E.) results in *MAXIMUM* REBATE!**

CUSTOMER AUTOMATION AND REPORTING ENVIRONMENT (C.A.R.E.)

The use of Customer Automation and Reporting Environment (C.A.R.E) – U.S. Bank's internet-based electronic transaction management/payment access system @https://care.usbank.com is mandatory for all Army accounts

- ***Shall*** **be used to perform transaction management, surveillance, oversight, document transactions, reporting and process payment. C.A.R.E. User ID & Password –**
  - ***Billing Officials & Resource Managers – U.S.Bank issues/DOC APC distributes***

Cardholder – "On-line Self-Registration"

C.A.R.E. ACCESS/FUNCTIONALITY

System Requirements:

- **Internet Explorer 4.01+ or Netscape Communicator 4.50+**
- **Pentium 120 MHz processor**
- **32 MB memory**
- **Windows 95, 98, NT 4.0, 2000**
- **33.6K modem or LAN connectivity**
- **"*Secure* site" = http"s"**
- **Password Protected**

FUNCTIONALITY

- **Transaction Management**
- **Surveillance**
- **Oversight**
- **Documentation**
- **Reporting**
- **Payment Certification**

C.A.R.E. REPORTING

DoD/DA has designated "C.A.R.E." as the mandatory method of data collection/reporting.

C.A.R.E. standard reports are a collection of commonly used reports with a pre-defined layout. User has the option of defining parameters of the report. After compiling report, user may view it online or in Excel, print it or save it to your computer.

- **C.A.R.E. provides "*real time*" report/query capability**
- **Access to different reporting types is based on C.A.R.E. UserID.**
- **6 months data (transaction/statement) (Current cycle & 5 previous cycles) available to Cardholder/Billing Official, 24 months to APC for report and query**
- **USBank archives data for 6 years.**

C.A.R.E. WEB-BASED TRAINING

C.A.R.E. Web-based Training

@https://wbt.care.usbank.com

Or select "E-Services" TAB located on the main page of C.A.R.E.

USBank's *interactive* customer training environment delivers customer-centered, function-specific training using text, graphics, movie formats, and on-line manuals. Understand the various Web-Based Training components such as summaries, movies, navigational buttons, and how to access the online manuals.

Understanding C.A.R.E. functionality and procedures are key to user success!

C.A.R.E. WBT provides 24/7 access/method for C.A.R.E. Training.

Certification of WBT review is required to complete GPC Training TEST

HOW TO "Access" C.A.R.E. WEB-BASED TRAINING

- Access Internet Browser
- Enter C.A.R.E. "Web-Based Training URL:

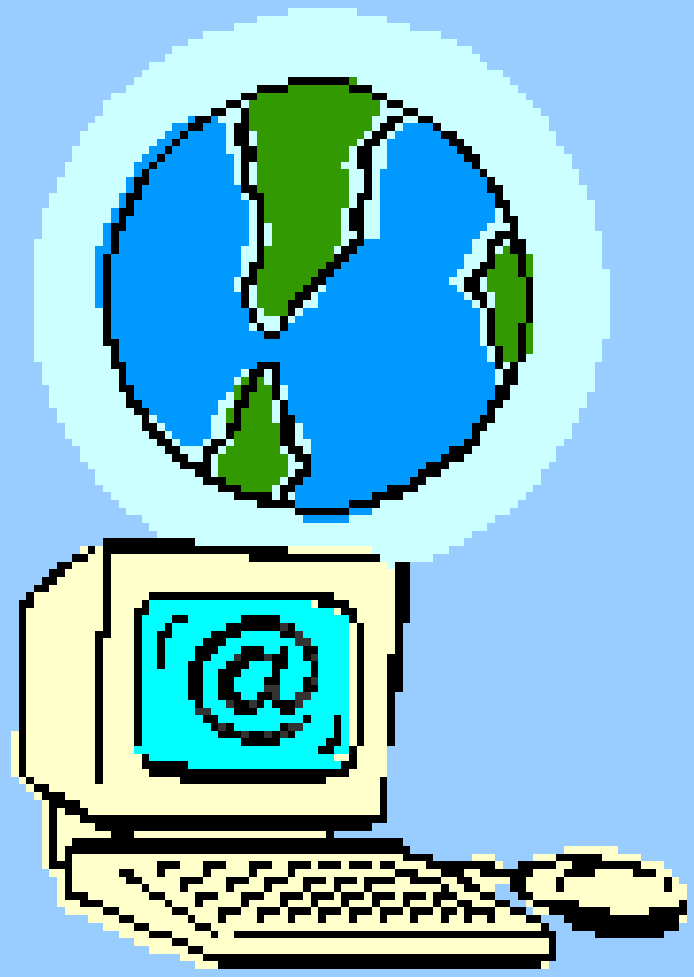
https://wbt.care.usbank.com

- Enter "Generic" Network:

User ID: usbank

Password: (contact DOC APC)

- Click Logon: **OK**



BILLING/ALTERNATE OFFICIAL "WBT" Review Requirement

C.A.R.E. Web-Based Training Home Page

Select:

- **Government Program Manager**
- **Government CPP (Commercial Processing Platform)**

Review:

- **WBT Overview**
- **C.A.R.E. Overview**
- **System Requirements**

C.A.R.E. LESSONS "Table of Contents" Review:

1. **Getting Started**
2. **Reporting**
3. **T.M. (Transaction Management)**
4. **E-Links**
5. **Help**

DOCUMENTS – Review/Print related to Billing Official function

- **Manuals**
- **Additional documents**
- **Learn About PDFs**

RESOURCE MANAGER "WBT" Review Requirement

C.A.R.E. Web-Based Training Home Page

Select:

- Government Program Manager
- Government CPP (Commercial Processing Platform)

Review:

- WBT Overview
- C.A.R.E. Overview
- System Requirements

DOCUMENTS- Review/Print

- CARS White Paper
- Clearing Your Cache
- SDN (CAR Allocation) Report Instructions

C.A.R.E. "LESSONS" Table of Contents REVIEW:

1. Getting Started
2. Account Maintenance
3. Reporting
4. CARS (Cost Allocation Rule Sets)
5. T.M. (Transaction Management)
6. E-Links
7. Help

CARDHOLDER "WBT" Review Requirement

C.A.R.E. Web-Based Training Home Page

Select:

- **CARDHOLDER**
- **Cardholder "Commercial"**

Review:

- **WBT Overview**
- **C.A.R.E. Overview**
- **System Requirements**

Review DOCUMENTS

- **Manual – Print C.A.R.E. User Manual**
- **Additional Documents – "Clearing Your Cache"**
- **Learn About PDFs**

C.A.R.E. LESSONS "Table of Contents" Review:

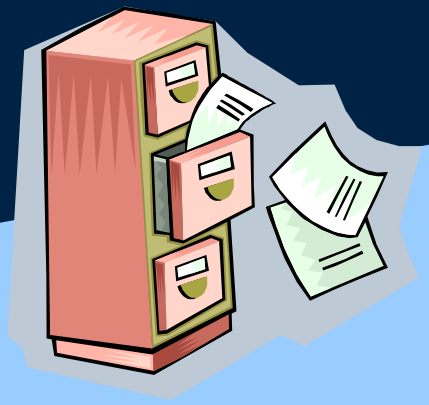
1. **Getting Started**
2. **T.M. (Transaction Management)**
3. **Reporting**
4. **Admin**
5. **E-Partners**
6. **E-Links**
7. **Help**

FILE MAINTENANCE & RETENTION

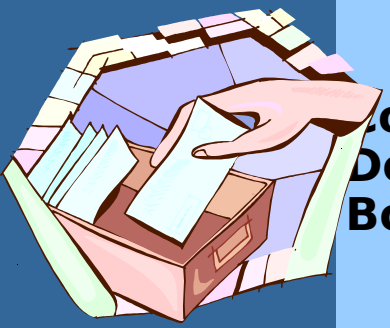
Cardholder/Billing Official shall use the following file numbers for transaction/administrative records created under the Government Purchase Card Program.

- **FN 715J: Cardholder "simplified acquisitions" of $2,500 or less. Disposition instructions; "Destroy 3 years after final payment"**
- **FN 37z: Records maintained by Certifying/Billing Official to include original monthly Statement of Account, Certified Billing Statement, Transaction Log, receipts, etc. Disposition instructions; "Destroy after 6 years and 3 months.**
- **FN 37aaa: File Appointment/Delegation of Authority of Billing Official and Cardholder. Disposition instructions; Destroy upon rescission or termination of appointment.**
- **FN 1o: Administrative records pertaining to Government Purchase Card that are not applicable under FN 715j, 37z or 37aaa.**

CARDHOLDER FILE/RECORDS



- **<u>Delegation of Authority</u> & Amendments (*Acknowledge/return copy to DOC/retain "original"*)**
- **Endorse/maintain "*Paper*" Statement**
- **<u>Transaction Verification:</u> Register Receipt (itemized) , Invoice, Packing Slip, etc.**
- **Hand Receipt Document**
- **Identify Disputed Transactions & maintain CSQI**
- **Coordination/Approval Documents i.e. Property Book Item, ADPE, etc.**



<u>C.A.R.E. Transaction Log</u>

- **Record description of item purchased**
- **Annotate hand receipts issued as required**
- **Annotate "Special Requirements" Coordination/Approval in "comments" field**
- **Reconcile C.A.R.E. Transaction Log to posted transactions**
- ***<u>Cardholder forwards purchase verification/documentation to Billing Official for "monthly" review at close of cycle.</u>***

BILLING OFFICIAL FILE/RECORDS

- ***Written*** **Delegation of Authority & Amendments** ***(Acknowledge/return copy to DOC & Retain original)***
- **Certified/Endorsed Billing Statement (*hard copy*) *6 years 3 months from final payment***
- **All other GPC records (Cardholder Statement, receipts, packing slips, etc.) for < or equal to $2500 must be maintained for 3 years**

Review Cardholder Transaction records by "electronic & manual" method on a monthly basis.

- ***Documents supporting GPC purchase >$2500 must be maintained for 6 years 3 months***
- ***See ARMY GPC SOP, Appendix E, B. Review of Cardholder Account for Review Guidelines and Checklists.***
- ***Perform annual review all Cardholders and maintain review findings to ensure Organization compliance.***

OVERSIGHT

- **GPC program Oversight is performed by <u>various methods</u> and is the <u>responsibility of multiple functional areas</u>, i.e DOC, Billing Official, Organization Resource Manager, IRAC.**

<u>C.A.R.E. is designated as mandatory oversight method for ARMY</u>

DOC APC performs ongoing oversight by review of Cardholder C.A.R.E. Transaction Log in conjunction with review of standard U.S. Bank reports.

Purpose - determine Acquisition/GPC Program Policy & Procedure compliance

Identify discrepancies.

APC communicates discrepancies to Billing Official/Cardholder, provides guidance on appropriate procedure/corrective action.

OVERSIGHT (con't.)

BILLING OFFICIAL shall *evaluate* "Organization"

- **Purchase Card Program Management Controls**
- **Performance & Effectiveness**
- **GPC Program Policy & Procedure Compliance**

Utilizing the Transaction Management Module (TMM) features of C.A.R.E. to perform surveillance and oversight of all Cardholder accounts on an ongoing basis.

Billing Official shall utilize ARMY GPC SOP, Appendix E, (B.) "Review of Cardholder Account" as a review guide to perform an annual review of Cardholder accounts. Shall:

- **correct any deficiencies identified as a result of this evaluation**
- **maintain evaluation findings/corrections for audit IAW Record-Keeping Instructions.**

PROCUREMENT ETHICS

The Joint Ethics Regulation, DoD 5500.7R applies to all members of the DoD.

The Standards of Conduct for Employees of the Executive Branch contained in the JER is the primary guidance on ethics and standards of conduct.

In accordance with the Federal Acquisition Streamlining Act (FASA), program participants are considered "Procurement Officials".

***Direct "ethics/Standards of Conduct" questions/issues to Ethics Counselor at Office of the Staff Judge Advocate , Phone: (580) 442-2703/2388 or**

http://sill-www.army.mil/JAG

BASIC PRINCIPLES

Basic Principles of Procurement/GPC Ethics, Standards of Conduct specify that employees avoid any action that might result in or create the appearance of:

- **Using public office for private gain**
- **Giving preferential treatment to any private organization or individual**
- **Adversely affecting public confidence in the Government's integrity**
- **Making unauthorized commitments, or**
- **Defrauding the Government or Failing to report fraud**

FRAUD DETECTION AND DETERRENCE

FRAUD: Any felonious act of corruption or attempt to cheat the Government or corrupt the Government's agents. More specifically, an act of deceit, misrepresentation, or intentional perversion of truth in order to induce another to part with something of value or to surrender a legal right.

All Program participants have a role/responsibility in Crime Prevention/shall:

- **Be alert to the indicators of fraud:**
- **Promptly report suspected fraud to US Bank, appropriate local authorities, and APC!**

This completes the review of the Ft Sill Government Purchase Card Training Presentation

To be appointed as a Billing Official, Alternate Billing Official, or CARDHOLDER:

- ***Provide DoD GPC Tutorial Certificate of Completion" & Complete the Ft. Sill GPC Test and return to DOC APC (Rhonda Roulain) IAW Instructions provided.***
  - ***Passing grade requirement – 75%***
- ***DOC APC will notify applicant of Test Score and coordinate Account Set-Up Requirements. _***

Thank You